

MFASIS ACCOUNTING SYSTEM

PV 9'S

Function: Process PV 9's

OBJECTIVE:

To process intragovernmental payments on the MFASIS Accounting system

SOURCE DOCUMENTS NEEDED:

- Receivable from seller agency

PROCEDURES:

See User Procedure Section

SYSTEM INPUT:

See System Input Section

SCREENS TO BE USED:

- Payment Voucher (PV)

MFASIS ACCOUNTING SYSTEM

PV 9'S
NARRATIVE

Function: Process PV 9's

NARRATIVE

The PV 9 transaction provides a means for state agencies to directly make payments to other state agencies. The buyer agency will review the receivable sent by the seller agency and use the PV 9 transaction to record its expenses. A PV 9 may be a partial payment of a receivable, but several receivables can not be consolidated and paid by one PV 9. * See below.

ACCOUNTING ACTIVITIES

Allotment sufficiency will be checked , in addition to appropriation cash. Fund sufficiency is checked against the appropriation and allotment tables. Cash is checked at the appropriation and fund level. For grants and projects, fund sufficiency can also be checked against grant and project tables.

PV 9 transactions which contain the necessary approvals will update the buyer's expenditure amounts in the budget, accounting, project and grant tables. In the general ledger, entries will be created to debit the buyer's expenses and credit the buyer's cash. The seller's cash receipt amount in the appropriation table will also be updated, and entries will be created in the general ledger debiting the seller's cash and crediting the seller's accounts receivable.

* To reference more than one line on a receivable, you must do separate PV 9's.

MFASIS ACCOUNTING SYSTEM

PV 9'S
FORMS

Function: Process Internal Payments

FORMS

PAYMENT VOUCHER/RECEIVABLE INVOICE FORM

MFASIS ACCOUNTING SYSTEM

PV 9'S
USER PROCEDURES

Function: Process PV 9's

USER PROCEDURES

ON-LINE AGENCIES

A. PROCESS PV 9's

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Receipt of receivable from the seller agency.	Buyer Agency	Review the receivable and confirm receipt of services or merchandise. Prepare for processing: a) verify account codes to be charged to the receivable b) add the PV 9 voucher's unique document ID number to the receivable c) complete the bottom half of the receivable form d) attach proper supporting documents
2. Receipt of reviewed and properly coded receivable.	Buyer Agency authorizing signature	Sign each receivable authorizing payment.
3. Receipt of agency reviewed and authorized receivable.	Buyer Agency personnel	Enter PV 9 transaction data into the system. See the SYSTEM INPUT GUIDELINES section for data entry instructions. Perform a quick edit on the transaction, approve it, and put it on hold.
4. Receipt of PV 9 transactions entered into MFASIS. NOTE: Steps 3 and 4 may be completed simultaneously if	Agency supervisor Agency clerk	Apply agency level approval and put the transaction on hold. Forward a hard copy of all PV 9 transactions to the Bureau of Accounts and Control.
FREQUENCY TRIGGER	RESPONSIBLE	PROCEDURES

MFASIS ACCOUNTING SYSTEM

PV 9'S

USER PROCEDURES

	UNIT/EMPLOYEE	
security for your agency has been established to allow the same person to enter and process final approval of the transaction. Please see your agency security coordinator to determine if this is the case.		
5. Receipt of PV 9	BAC Accounting Division	<p>Review the document for completeness. (Original document, appropriate signatures and coding, correct attachments.)</p> <p>Send back PV 9's which need correction by agencies. (This should occur rarely.)</p> <p>Access the PV 9 document on the MFASIS system.</p> <p>Match information on hard copy to screen display. Perform a visual pre-edit.</p> <p>Approve the PV 9 transaction for payment and schedule it for off-line processing.</p> <p>Return PV 9's whose invoices do not match PV 9 documents found on the system to the agency. (This should occur rarely.)</p> <p>Date stamp PV 9.</p>
6. Receipt of A601 Report.	BAC Accounting Division	<p>Pull PV 9's rejected on overnight edits.</p> <p>Return to agencies for correction and resubmission.</p> <p>File by agency and Doc ID.</p> <p>Film at end of month, then discard.</p>

MFASIS ACCOUNTING SYSTEM

PV 9'S USER PROCEDURES

OFF-LINE AGENCIES

A. PROCESS INTERNAL PAYMENTS

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Receipt of receivable from the seller agency.	Buyer Agency	Review the receivable and confirm receipt of services or merchandise. Prepare for processing: a) complete the PV 9 voucher section of the receivable b) add the PV 9 voucher's unique document ID number to the receivable c) attach proper supporting documents.
2. Receipt of reviewed and properly coded receivable	Buyer Agency authorizing signature	Sign each receivable authorizing payment.
3. Receipt of correct, accurate, and agency authorized receivable from seller agency.	Buyer Agency personnel	Forward PV 9 input documents and their supporting documents to the Bureau of Account and Control Accounting Division.
4. Receipt of PV 9 documents.	BAC Accounting Division	Enter the PV 9 transaction data into the system. See the SYSTEM INPUT GUIDELINES section for data entry instructions. Perform a quick edit on the transaction. Return any PV 9 transactions which are rejected by the system to the agency. (This should occur rarely.) Apply the agency level approvals and put the document on hold.

MFASIS ACCOUNTING SYSTEM

PV 9'S

USER PROCEDURES

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
5. Receipt of PV 9 transactions (hard copy original documents with appropriate attachments).	BAC (Still in Accounting)	<p>Review the document for completeness. (Original document, appropriate signatures and coding, correct attachments.)</p> <p>Send back hard copy PV 9's which need correction by agencies. (This should occur rarely.)</p> <p>Access the remaining PV 9 documents on the MFASIS system.</p> <p>Match information on hard copy to screen display. Perform a visual pre-edit.</p> <p>Approve the PV 9 transaction for payment and schedule it for off-line processing.</p> <p>Return PV 9's whose invoices do not match PV 9 documents found on the system to the agency. (This should occur rarely)</p> <p>Date stamp PV 9.</p>
6. Receipt of A601 Report.	BAC Accounting Division	<p>Pull PV 9's rejected on overnight edits.</p> <p>Return to agencies for correction and resubmission. (This should occur rarely.)</p> <p>File by agency and Doc ID.</p> <p>Film at end of month, then discard.</p>

MFASIS ACCOUNTING SYSTEM

PV 9'S
SYSTEM INPUT

PAYMENT VOUCHER (PV)

FUNCTION:	DOCID: PV	01A	380602043PD	06/05/98 10:11:07 AM
STATUS: ACCPT	BATID:		ORG:	
H-	PAYMENT VOUCHER INPUT FORM			
PV DATE: 06 02 98	ACCTG PRD:		BUDGET FY:	
ACTION: E	PV TYPE: 9		SCH PAY DATE:	
OFF LIAB ACCT:	FA IND:	DOCUMENT TOTAL:	989.32	
EFT IND:	APPLICATION TYPE:	USE TAX AMT:	0.00	
	ACCRUAL IND:	CALC DOC TOTAL:	989.32	
VENDOR CODE:	CHECK CATEGORY:	SINGLE CHECK FLAG:		
VENDOR NAME:		TAX CODE:		
ADDR1:				
ADDR2:				
ADDR3:				
FREIGHT IND:	FREIGHT TOT:	FREIGHT I/D:		
TOTAL AMT:	TOT AMT I/D:	CALC TOT AMT:		
TOTAL QTY:	TOT QTY I/D:	CALC TOT QTY:		
SELLER: FUND:	AGCY:	ORG:	SUB-ORG:	
APPR UNIT:	ACTV:	FUNC:	REV SRC:	SUB-REV:
JOB NO:	RCAT:	OBJECT:	SUB-OBJ:	

FUNCTION:	DOCID: PV	01A	380602043PD	06/05/98 10:11:30 AM
STATUS: ACCPT	BATID:		ORG:	001-002 OF 002
LN	REFERENCE	COM	VENDOR	INV
NO	CD	NUMBER	LN	LN
			INVOICE	LN
				DESCRIPTION

D	SUB		FUNC	SUB REV SUB
T	FUND	AGCY	ORG	ORG APPR UNIT ACTV TION OBJ OBJ SRC REV JOB NO

	BS			
REPT	CAT	ACCT	QUANTITY	I/D FREIGHT AMOUNT I/D
				AMOUNT I/D

TAX CODE	TAX AMOUNT	TOTAL AMOUNT	P/F	

01- 01				03/98 ANIMAL WELFARE
	014	01A 5500	052	4939
				989.32
				989.32
02- 01	RE 18P	23118919R		
				989.32
				989.32

MFASIS ACCOUNTING SYSTEM

PV 9'S SYSTEM INPUT

The Payment Voucher (PV) authorizes the spending of money. You can use it to pay an outside vendor or to transfer money within your entity.

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (<i>mm dd yy</i>) that you want to associate with these documents, usually the current date. You cannot enter a future date.
Accounting Period	Default is inferred from Date of Record . If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter future periods.
Budget FY	Default is the current fiscal year. If you want these transactions recorded in another fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.
New/ Modification [Action]	Default is New [E] . Valid values are: New [E] Identifies this as an new entry (new document). Modification [M] This lets you add lines to a previous document, change the amounts of existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering Modification [M] .
Voucher Type	Default is 1 . Valid values are: 1 This document concerns payment to an outside vendor. 9 This document concerns an internal purchase/sale, referencing an intragovernmental receivable (RE). A through Z This document concerns a voucher provided through an external interface with a State agency.
Scheduled Pay Date	Default automatically assigns a date according to the following rules: If Vendor (VEN2) has a value recorded in Scheduled Payment Day for this document's vendor, that value is used. The payment day is the day of the month when you want to pay this vendor. The system assigns the payment date using this day and the current month, or, if the resulting date has already passed, the next

MFASIS ACCOUNTING SYSTEM

PV 9'S
SYSTEM INPUT

	month.
Field	Description
	<p>The System Payment Lag on System Control Options (SOPT) is used when no other date or payment day is specified. The payment lag is the number of days from the voucher date when you want to issue payment.</p> <p>When both Scheduled Payment Day on Vendor (VEN2) and System Payment Lag on System Control Options (SOPT) are blank, the system date will be used.</p> <p>Applies only to vouchers for outside vendors. Enter the date when you want the check for this payment voucher issued, if you want to override the system computed date.</p> <p>You can change scheduled payment dates on payment voucher modifying transactions or through Payment Voucher Scheduling (SCHD).</p>
Offset Liability Acct	Default assigns the value entered in Vouchers Payable on System Special Accounts (SPEC). Enter the balance sheet account you want credited for the liability created by this voucher. See Balance Sheet Account Index (BACC) for valid values.
Fixed Asset Indicator	<p>Default is No Change [blank]. Valid values are:</p> <p>Create One Shell [F] The system will create one Fixed Asset Acquisition (FA) document for each line on this document.</p> <p>Create Multiple Shells [Q] The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in Quantity for each line on this document.</p>
Document Total	<p>Required. Enter the net amount of all lines on the document. To compute this amount:</p> <ol style="list-style-type: none"> 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger, and enter that amount.
EFT Indicator	Defaults to Default [blank] . Required if you want the current payment voucher paid by Electronic Funds Transfer (EFT). Select Yes [Y] and enter a valid application type to select this voucher for electronic funds payment. If Default [blank] is selected, this field defaults to Yes [Y] when EFT Status is Active [A] on Vendor (VEN2); otherwise, this field defaults to No [N] .
Application Type	Conditional. Required if EFT is set to Yes [Y] . The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See Electronic Funds Transfer Application Type (EFTA) for valid values.

MFASIS ACCOUNTING SYSTEM

PV 9'S
SYSTEM INPUT

	If EFT is set to <i>Yes [Y]</i> the application type infers from Electronic Funds Transfer
Field	Description
	(1 of 2) (EFTT). Otherwise, the user must supply this field.
Use Tax Amount	Display only. This field shows the total amount of tax calculated for this document if the tax codes used on the document are use tax. This amount plus the document total entered by the user must equal the calculated document total.
Accrual Indicator	Default is <i>Not an Accrual [blank]</i> . Valid values are: <i>Accrual [A]</i> Used to designate the payment voucher as paying for goods or services received in the previous fiscal year. <i>Not an Accrual [blank]</i> The payment voucher will not be designated as paying for goods or services received in the previous fiscal year.
Calculated Total	Display only. This field contains the system-computed total of the line amounts.
Vendor Code	Conditional. Required on vouchers for outside vendors if your installation requires vendor codes (for example, if Vendor/ Commodity Control on System Control Options (SOPT) is <i>Both Controls in Effect [Y]</i> .) Leave blank on intragovernmental vouchers. Enter the code for the vendor you want paid as a result of this document. See Vendor Index (VEND) for valid values.
Check Category	Optional. This field specifies the category that this check voucher is printed under. Vouchers are summed by vendor and check category. The use of check categories is optional. See Check Category (CCAT) for valid values.
Single Check	Defaults to <i>Yes [Y]</i> if the vendor is specified on Vendor (VEN2) as a miscellaneous vendor or if the Voucher Type is "A" through "Z". Otherwise, specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (VEN2). Select <i>Yes [Y]</i> if you want a separate check printed specifically for this voucher. If <i>No [N]</i> is selected, the system adds this voucher's amounts together with other vouchers for the same vendor (by check category) to obtain a combined voucher check amount. On a modification document, select <i>No Change</i> .
Name	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the name you want printed on checks. Otherwise, the name for checks is inferred from Vendor (VEN2).

MFASIS ACCOUNTING SYSTEM

PV 9'S
SYSTEM INPUT

Tax Code	Leave blank.
Field	Description
Vendor Address (1-3)	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the address you want printed on checks. Otherwise, the address for checks is inferred from Vendor (VEN2).
Freight	
Freight Indicator	Leave blank.
Freight Total	Leave blank.
Freight Inc/Dec	Leave blank.
Total Amount	Leave blank.
Total Amount Inc/Dec	Leave blank.
Calculated Total Amount	Leave blank.
Total Quantity	Leave blank.
Total Quantity Inc/Dec	Leave blank.
Calculated Total Quantity	Leave blank.
Seller Account	
Fund	Leave blank.
Agency	Leave blank.
Org/Sub	Leave blank.
Appropriation Unit	Leave blank.
Activity	Leave blank.
Function	Leave blank.

MFASIS ACCOUNTING SYSTEM

PV 9'S SYSTEM INPUT

Rev Source/Sub	Leave blank.
Field	Description
Job Number	Leave blank.
Report Category	Leave blank.
Object/Sub	Leave blank.
Offset Receivable Account	Leave blank.
BS Account	Leave blank.
Line Information	
Line Number	Required. Enter a different two-digit number for each line on the document. Numbers 00 to 99 are valid. This number is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Reference Number	Conditional. Required if this line concerns items previously recorded on a requisition, purchase order, or payment voucher; otherwise, it is blank. Enter the document code, agency and number of the document being referenced. If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year.
Reference Line Number	Conditional. Required if this line concerns items previously recorded on a purchase order; leave blank for requisition documents. Enter the purchase order line number, from the purchase order document, of the item being referenced.
Commodity Line	Leave blank.
Vendor Invoice	Conditional. Required if Voucher Type is I . Optional otherwise. Enter the vendor invoice number.
Invoice Line	Leave blank.
Description	Optional. Enter the general descriptive information you want recorded with this document line.
Discount Type	Leave blank.

MFASIS ACCOUNTING SYSTEM

PV 9'S
SYSTEM INPUT

Fund	Required. Default is inferred from Organization (ORG2) based on the agency and
Field	Description
	organization entered on this document. Otherwise, enter the fund paying for the item on this line. See Fund Index (FUND) for valid values.
Agency	Conditional. Enter the agency paying for the item on this line. For transactions that require a balance sheet account code, an agency must be entered if Reporting Category is entered; otherwise, agency is optional on balance sheet transactions. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. For transactions that require a balance sheet account code, this field is optional. Otherwise this field is required. Enter the organization paying for the item on this line. See Organization Index (ORGN) for valid values.
Sub-Org	Conditional. Organization must be entered before you can enter this field. Enter a sub-organization on expenditure transactions if Sub-Organization Required on Spending on Organization (ORG2) is: <i>Required [Y], or Required on Expenditure Transactions [3].</i> Required on revenue transactions if Sub-Organization Required on Revenue on Organization (ORG2) is Required [Y] . Otherwise, this field is optional. See Sub-Organization (SORG) for valid values.
Appropriation Unit	Required if Appropriation Control Option is C (full control) or P (presence control) on Fund Index (FUND). Required when the transaction is entered with a closed budget fiscal year. The appropriation must be open and must be applicable to the budget fiscal year entered for the transaction. See Appropriation Inquiry (EAP2) for valid values.
Activity	Optional. Default is inferred from Organization (ORG2), if it is included there. Otherwise, enter an activity if Expense Budget Activity Option is Y (required on budget and accounting) or A (required on accounting) on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.
Function	Optional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Otherwise enter a valid function.
Object	Conditional. For transactions that require a balance sheet account code, this field is optional. Otherwise, enter the object that best describes the item named on this line.

MFASIS ACCOUNTING SYSTEM

PV 9'S
SYSTEM INPUT

	See Object Index (OBJT) for valid values.
Sub-Object	Conditional. Object must be entered before you can enter this field. Enter the sub-
Field	Description
	object on expenditure documents if Sub-Object Required is selected [Y] on Expense Budget Inquiry (EXP2) or Expense Budget Inquiry (EEX2). See Sub-Object (SOBJ) for valid values.
Rev Source/Sub	<p>Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, Object and Balance Sheet Account must be blank. Enter the revenue source credited as a result of this document. See Revenue Source Index (RSRC) for valid values.</p> <p>Enter a sub-revenue source if Revenue Source is entered and Sub-Revenue Source Required is <i>Yes [Y]</i> on Revenue Source (RSR2). If Sub-Revenue Source Required is <i>No [N]</i>, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.</p>
Job Number	Optional. Enter a project number. If you do not use project accounting, you may enter a general reporting category code.
Reporting Category	<p>Conditional. This field is required on expenditure transactions if Reporting Category on Agency (AGC2) is <i>Required on Expenditure Transactions [3]</i>.</p> <p>This field is required on revenue transactions if Reporting Category Required on Revenue Transactions is <i>Required [Y]</i>. For transactions that require a balance sheet account code, this field is required if Reporting Category Option is <i>Y</i> (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) or Federal Aid Inference (FAIT) for valid values.</p>
BS Account	Conditional. If Object and Revenue Source are blank this field must be entered. If Object or Revenue Source are used this field must be blank. Enter the balance sheet account to be charged for the purchase of this line item. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special Accounts (SPEC). However, you can enter the default fund balance account.
Quantity	Conditional. Required if Fixed Asset Indicator is <i>Create Multiple Shells [Q]</i> . Otherwise, this field is optional. Enter the number of items paid for.
Quantity Inc/Dec	Default is <i>Default [blank]</i> . On a modification document, select <i>Increase [I]</i> if Quantity is increasing, or <i>Decrease [D]</i> if Quantity is decreasing.

MFASIS ACCOUNTING SYSTEM

PV 9'S SYSTEM INPUT

Freight	Leave blank.
Freight Inc/Dec	Leave blank.
Field	Description
Amount	Required. Enter the line amount for this payment voucher document. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Amount Inc/Dec	<p>Defaults to Default [blank] on a new document. Indicates whether the amount is an Increase [I] or Decrease [D]. Decrease [D] is valid on new entries as long as a requisition is not being referenced. Decrease [D] is used on new entries to record credit memos.</p> <p>You cannot reference a requisition when this indicator is Decrease [D], even on modifying transactions. If you are modifying a previous purchase order that had a requisition reference, do not type the reference on the modifying transaction. The requisition reference is not stored in Open Purchase Order Line Inquiry (OPOL).</p>
Tax Code	Leave blank.
Tax Amount	Leave blank.
Total Amount	The total line amount calculated by the system is displayed. This value is reached by adding the adjustment amount, including freight and/or tax, to the amount entered.
Partial/Final	<p>Defaults to Default [blank]. This field is used only when a purchase order is referenced. Valid values are:</p> <p>Default [blank] This will leave this field blank.</p> <p>Partial [P] This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount).</p> <p>Final [F] If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select Final [F] if the total amount expensed is <i>less than</i> the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is <i>more than</i> the purchase order</p>

MFASIS ACCOUNTING SYSTEM

PV 9'S
SYSTEM INPUT

	<p>amount (the item cost more than expected).</p> <p>A maximum limit exists for how much the total amount expensed can exceed the purchase order amount.</p>
--	--